

SANDY CITY
APPROVED POSITION SPECIFICATION

I. Position Title: Facilities Maintenance Supervisor

Revision Date: 08/13

EEO Category: Service-Maint.

Status: Non-exempt

Control No: 30378

II. Summary Statement of Overall Purpose/Goal of Position:

Under general supervision of the Facilities Manager, supervises maintenance personnel and performs a variety of technical skilled duties related to planning, managing and performing maintenance and repairs of City facilities.

III. Essential Duties:

- Assists the Facilities Manager in performing building maintenance and completing work orders.
- Performs a variety of technical skilled duties related to planning, organizing, directing, performing and coordinating facility maintenance services and operations.
- Supervises and disciplines maintenance staff, including any seasonal staff.
- Establishes facility maintenance work priorities and completes maintenance assignments, as necessary.
- Operates, manages and monitors maintenance of heating, ventilation and air conditioning (HVAC) systems in assigned city facilities. Manages and monitors systems to ensure proper operation and efficiency. Troubleshoots system failure/problems, as necessary.
- Assists Facilities Manager with the coordination of various remodeling and construction projects, including proposed budgets and time-lines for completion.
- Maintains a work management system and a log of equipment repairs. Files and records instruction manuals and warranties for all building equipment.
- Inventories and monitors the distribution of all keys in assigned facilities.
- Ensures that assigned buildings are unlocked each morning and locked each evening.
- Responds to emergency calls on a 24 hour basis, when needed.
- Establishes and implements processes for responding to departmental work order/repair requests at City facilities.
- Assists Facilities Manager to develop and implement on-going, preventative maintenance schedules for assigned capital facilities, systems and services, including elevator service, paint, wallpaper and carpet replacement, fire suppression systems, HVAC units, etc.
- Keeps buildings and systems in compliance with fire codes, building codes and insurance requirements.
- Fastens pictures, hangers, etc. to walls.
- Completes minor plumbing, lock, electrical and painting repairs.
- Re-lamps fixtures as directed.
- Changes air filters.
- Moves and repairs furniture and moveable partitions.
- Completes general repairs and remodel projects.
- Assists Facilities Manager in performing frequent maintenance inspections of facilities.
- Performs record keeping and inventory control.
- Runs phone and data lines.
- Finds and promptly records or corrects hazards or unsafe conditions.
- Develops written and defined bid specifications, solicits bids, and makes recommendations for bid awards.

IV. Marginal Duties:

- Performs cleaning, snow shoveling and custodial work as needed.
- Performs other related duties as assigned.

V. Qualifications:

Education: Requires high school diploma or equivalent. Requires two years formal education or training in facilities management, construction management and/or related field. May substitute any equivalent combination of education and experience.

Experience: Requires four years experience in plumbing, electrical, carpentry, building maintenance or related duties. Supervisory experience preferred. May substitute any equivalent combination of education and experience.

Certifications/Licenses: Valid Utah driver's license is required.

Probationary Period: A one-year probationary period is a prerequisite to this position.

Knowledge of: Maintenance practices; cleaning techniques; customer service techniques; and safety practices. The following is also helpful, but not required: basic carpentry, electrical, plumbing and related building trades, and HVAC systems.

Responsibility for: Great responsibility for the care, condition, and use of materials, equipment, money and/or tools. Assisting the Facilities Manager in keeping City facilities in good repair; safety of City employees and visiting public as related to the performance of duties; great responsibility for the supervision of employees.

Communication Skills: Contacts with other departments, furnishing and obtaining information; contacts with other departments, requiring tact and judgment to avoid friction; access to information that must be kept confidential; communicate effectively verbally and in writing.

Tool, Machine and Equipment Operation: Requires use of cleaning equipment and a wide variety of hand and power tools; regular use of a City vehicle; regular use of general office equipment, a personal computer and computer programs including spreadsheets, word processing and other applicable applications; ability to use programmable thermostats, time clocks and alarm systems.

Analytical Ability: Establish and maintain effective working relationships with employees and the public; apply problem solving and analytical principles to effectively identify and address problems with facilities and systems; ability to work independently.

VI. Working Conditions:

Physical Demands: While performing duties of job employee may frequently bend, stoop or crouch; and frequently communicates with others. Employee may sit or stand for long periods of time. Moderate exposure to unpleasant and hazardous working conditions including the handling of hazardous materials; occasional heavy lifting (45 pounds and over).

Work Environment: Generally comfortable working conditions. The noise level in the work environment is usually moderate, with occasional increased noise exposure. Occasional exposure to stressful situations as a result of human behavior and deadlines. Occasional exposure to dangerous or disagreeable conditions including heat, cold, excessive noise, fumes, heights and confined spaces. Evening and weekend work required and some 24-hour emergency call-outs required.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____